

SCHEDULE TO MAKE IT HAPPEN

Creating schedules and assignment sheets to stay on track

Zone In

Free Write

1. Students write as many words as possible in 1 minute.
2. Write on the board the target number of words for the group (10 times the number of students).
3. Students don't have to worry about spelling—just quantity and speed.
4. Give the keyword DISORGANIZED. Say GO; time 1 minute. STOP.
5. Students count their words. Add everyone's total to get the total for the group. Did the group make the goal? Ask for volunteers to read their lists.

Topic

Making assignment lists and schedules to keep work organized

(Materials: (1) **Sample Weekly Calendar** ◇◇◇, (2) **Your Weekly Calendar** ◇◇◇, (3) **Sample Assignment Sheet** ◇◇◇, and (4) **Your Assignment Sheet** ◇◇◇)

Introduction

We can get more done, in a more efficient and less stressful way, when we take time to write things down ahead of time. When we consider the things we need to do and practice breaking big jobs down into more manageable chunks, we can also get much better results!

At the beginning of EVERY WEEK, make a schedule.

Include things like:

- Your class schedule
- After school activities, tutoring, jobs, or helping out at home
- When you will work on projects or study for tests and quizzes

At the end of EVERY CLASS, write down your assignments.

Include things like:

- The page numbers, chapters, and number of problems
- When the assignment is due (if it is a long term project or test)

At the end of each day, you will have a complete list of what you have to do that afternoon and evening. Use this list and *Your Weekly Calendar* to create your own schedule.

Tell students: Look at **Sample Weekly Calendar** ◇◇◇ (Handout 1) and **Sample Assignment Sheet** ◇◇◇ (Handout 3).

Ask: When is this student studying for the Friday math test? *Answer: Thursday at 4:00 and 8:00*

Ask: When is this student reading the book for the book report? *Answer: 10 pages, Monday at 7:00, Tuesday at 7:00, Wednesday at 7:00, and Thursday at 7:00*

Ask: When is the student's science project due? *Answer: next Friday*

Ask: Besides doing homework, what other activities does this student have planned for the week? *Answer: write a story for the school magazine (Monday 8:00 and Thursday 6:00), make grandma a birthday card (Tuesday 8:00), soccer practice (Tuesday and Friday 3:00-5:00), yearbook club (Thursday 3:00), baby-sit (Friday 7:00), dinner with grandma (Thursday 5:00)*

- Stay on track. Write down assignments. Set a schedule and follow it.

Activity

Explain: Right now, you already know when you are going to Homework Zone, afterschool activities, and long term projects. Write those into **Your Weekly Calendar** ◇◇◇ (Handout 2).

You can also fill in **Your Assignment Sheet** ◇◇◇ (Handout 4) with any assignment you got today or long-term projects for your class subjects and homework for tonight.

Wrap up

How do you think keeping your tasks and appointments organized will help you do better in school? In your work later in life?



CLINIC 2 HANDOUT

SAMPLE WEEKLY CALENDAR

Date: <u>January 22–26</u>					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am	English	English	English	English	English
9:00 am	Math	Math	Math	Math	Math (test)
10:00 am	Gym	Computer	Computer	Gym	Computer
11:00 am	Gym	Spanish	Spanish (quiz)	Gym	Spanish
12:00 pm	L	U	N	C	H
1:00 pm	Science	Science	Science	Guidance	Science Lab
2:00 pm	Social Studies	Spanish Lab	Social Studies	Social Studies	Science Lab
3:00 pm	Homework Zone Worksheet Correct test	Soccer Practice ↓	Homework Zone Tree diagrams Math homework	Yearbook club (captions due)	Soccer Practice ↓
4:00 pm	Social Studies work	↓	Find book for project	Study for math test	↓
5:00 pm		↓	Debate ideas	Dinner with grandma	↓
6:00 pm	Dinner	Dinner	Dinner	Finish story for school magazine	Dinner
7:00 pm	Read for book report	Read for book report, math work	Read for book report	Read for book report	Baby-sit ↓
8:00 pm	Story for school magazine	Grandma's birthday card	Write yearbook captions	Study for math	↓
9:00 pm					↓



CLINIC 2 HANDOUT

YOUR WEEKLY CALENDAR

Date: _____					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am					
9:00 am					
10:00 am					
11:00 am					
12:00 pm					
1:00 pm					
2:00 pm					
3:00 pm					
4:00 pm					
5:00 pm					
6:00 pm					
7:00 pm					
8:00 pm					
9:00 pm					



CLINIC 2 HANDOUT

SAMPLE ASSIGNMENT SHEET

Date: <u>January 22–26</u>					
	Language Arts	Math	Social Studies	Science	Other
Monday	<ul style="list-style-type: none">• Finish verb worksheet• Read 10 pgs. for book report (due Fri.)	<ul style="list-style-type: none">• Correct mistakes on test	<ul style="list-style-type: none">• Read pgs. 132–141 and answer questions	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Story for school arts magazine (due Mon.)• Study for Spanish quiz (quiz on Wed.)
Tuesday	<ul style="list-style-type: none">• Read 10 pgs. for book report (due Fri.)	<ul style="list-style-type: none">• Pg. 93, #1–15	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Science fair project (due next Fri.)• read Chapter 4	<ul style="list-style-type: none">• Make Grandma a birthday card
Wednesday	<ul style="list-style-type: none">• Read 10 pgs. for book report (due Fri.)• Tree diagram sheet	<ul style="list-style-type: none">• Review sheet for test on Fri.	<ul style="list-style-type: none">• Write ideas for class debate	<ul style="list-style-type: none">• Science fair project (due next Fri.)	<ul style="list-style-type: none">• Finish yearbook captions
Thursday	<ul style="list-style-type: none">• Write book report (due Fri.)	<ul style="list-style-type: none">• Study for test on Fri.	<ul style="list-style-type: none">• Read article (due Mon.)	<ul style="list-style-type: none">• Science fair project (due next Fri.)	<ul style="list-style-type: none">• Finish story for school arts magazine (due Mon.)
Friday	<ul style="list-style-type: none">• Read 10 pgs. for book report (due next Fri.)	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Read article (due Mon.)	<ul style="list-style-type: none">• Finish Lab report (due next Fri.)	<ul style="list-style-type: none">• Spanish Essay



CLINIC 2 HANDOUT

ASSIGNMENT SHEET

Date: _____					
	Language Arts	Math	Social Studies	Science	Other
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					